Program of the “Informatics” qualifying examination for the candidate degree

1. Windows
   1.1. Working with files and folders
   1.2. Start menu objects
   1.3. Working in a network environment
   1.4. Using the Internet
   1.5. Communicating by using E-mail and instant messaging

2. MS Word
   2.1. Creating and editing a document
   2.2. Formatting the text in a document (font, paragraph, styles)
   2.3. Changing the look of a document
   2.4. Presenting information in tables and columns
   2.5. Proofreading and printing a document
   2.6. Working with graphics
   2.7. Working with charts
   2.8. Working with footnotes and bookmarks
   2.9. Creating tables of contents and indexes

3. MS Excel
   3.1. Setting up a workbook
   3.2. Performing calculations on data
   3.3. Changing document appearance
   3.4. Combining, sorting and summarizing data
   3.5. Working with charts and printing
   3.6. Working with other Microsoft Office programs

4. MS Access
   4.1. Creating a new database
   4.2. Importing and exporting information
4.3. Simplifying data entry with forms
4.4. Working with reports
4.5. Working with queries
4.6. Working with web pages

5. **MS PowerPoint**
5.1. Creating a PowerPoint presentation
5.2. Adding and modifying slide text, applying the effects
5.3. Printing a presentation
5.4. Adding and modifying design templates
5.5. Working with objects and colors
5.6. Inserting information into PowerPoint
5.7. Inserting pictures into PowerPoint
5.8. Producing a slide show
5.9. Creating a web presentation

6. **Computer networks**
6.1. Network classification
6.2. Local area networks, topology and architectures
6.3. Basic hardware components
6.4. Dial up networking
6.5. Internet protocols
6.6. IP-addresses, net mask, gateway, DNS
6.7. Services of Internet: ftp, telnet/ssh, http, e-mail (Outlook Express, MS Outlook)
6.8. Internet resources, searching systems

7. **HTML**
7.1. The structure of Web-site
7.2. The basic HTML tags
7.3. The text formatting tags, DHTML tags
7.4. The tables creating and formatting tags
7.5. Inserting images on Web-site
7.6. Inserting hyperlinks on Web-site